

# Runshaw Vacancies

## SCHOOL OF HUMANITIES

### **APPOINTMENT OF TEACHER / COURSE LEADER IN HISTORY** **1.8 (two posts) / Permanent**

Runshaw College is one of the most successful colleges in the country, renowned locally and nationally for our outstanding results, friendly and supportive culture and focus on putting the student at the heart of all that we do.

History is currently taught within the School of Humanities, which also includes Classics, Geography, Religious Studies, Philosophy and the Extended Project Qualification

The School is comprised of Curriculum Improvement Teams (CITs) for each subject area, each of which is led by a Subject Leader. Each CIT works closely together in a spirit of collaboration and continuous improvement. Staff are friendly, professional and hardworking. All the school staff share a workroom. We are seeking to appoint two History teachers, one in a position of CIT leader.

Students follow the AQA specification. Course provision is always reviewed to ensure it meets the needs of students and the skills of our staff.

All staff have relevant subject degrees and teaching qualifications and many staff have experience of marking for an examination board. The School of Humanities has a suite of rooms within the Patterdale building.

Academic levels are high and, in most cases, still improving. The School of Humanities has been dynamic and innovative and its popularity with students is also an indication of its success. Heads of School manage all teaching in their School, which we see as integral to our success. We believe in an inclusive approach and getting the best out of our students.

We are looking for a knowledgeable and passionate History teacher with an open minded and creative approach. They should be committed to developing highly effective teaching strategies, assessment procedures and support approaches. A desire to seek continual improvement and excellent interpersonal skills will be required. An ability to cater for the needs of all students, including very able students, would be a key asset for this post. The opportunity to develop leadership skills would be available for the right candidate.

Teachers at Runshaw normally teach 773 hours per annum. At Runshaw, we do believe that teaching and learning is by far the most important activity in the college and we actively support our teaching staff and the work they do with our learners. They are supported by:

- Pastoral support tutors, aided by evening guidance workers, to support teachers to follow up pastoral problems for 16-19 students, including the telephoning of parents
- Sympathetic timetabling to avoid a spread of too many different courses and levels and the inclusion, where possible, of repeat lessons
- A very supportive organisational structure with each teacher supported by his/her team and School
- Timetabled subject-specific support to provide extra help for individual students or small groups and counted as part of a teacher's annual teaching commitment

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- Subject/course based staff workrooms located nearby to subject/course suites of classrooms
- The use of ILT and other strategies to put more responsibility on students for their learning
- The use by each teaching team of common schemes of work and shared teaching and learning resources which have been developed by the team
- An invigilation team which means that teaching staff are not involved in general invigilation
- Significant in class support from education support workers
- Developed administrative and pastoral support located in Faculty Offices
- A special programme of support for Newly Qualified Teachers (NQTs).
- Teaching and Learning Academy that supports and develops teaching and learning skills for all teachers.
- A holiday entitlement which matches that of sixth form colleges
- A comprehensive professional development programme which includes in-house provision as well as externally organised events
- Salary scales which are among the best in the post-16 sector
- Prominence given to the development of teaching methodologies and curriculum development e.g. workshops on co-operative learning by Spencer Kagan

A college ethos which focuses on valuing learners as individuals and supporting them to fulfil their potential

The post on offer is indeed a very exciting one and offers great opportunities. We are grateful for your interest in the College and hope that having read this information, you will be encouraged to apply.

We very much look forward to receiving your application.

Richard Dunn  
Head of School Humanities  
[dunn.r@runshaw.ac.uk](mailto:dunn.r@runshaw.ac.uk)

# Runshaw Vacancies

**JOB TITLE:** Teacher / Course Leader in History (2 posts) – Ref I9027I

**UPDATED:** January 2019

**RESPONSIBLE TO:** Head of School of Humanities

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the Performance Management Process.

KEY DUTIES
<b>TEACHING RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>Plan, prepare, teach and assess as required by your line manager</li> <li>Develop resources for to the course/subject including maintaining effective links across College for resources</li> <li>Deliver enrichment and enhancement activities including accompanying students on external visits</li> <li>Be up to date in teaching and your subject area</li> </ul>
<b>STUDENT RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>Manage the behaviour and discipline of students</li> </ul>
<b>CURRICULUM DEVELOPMENT</b>
<ul style="list-style-type: none"> <li>Engage in Curriculum development activities, individually and as a team to develop and improve the curriculum</li> </ul>
<b>QUALITY</b>
<ul style="list-style-type: none"> <li>Be actively involved in the College's continuous improvement culture</li> <li>Participate in standardisation and moderation as required</li> </ul>
<b>ADMINISTRATION</b>
<ul style="list-style-type: none"> <li>Maintain comprehensive, up to date, course/subject records</li> </ul>
<b>ROLE SPECIFIC</b>
<ul style="list-style-type: none"> <li>Teach and develop A Level History as required</li> <li>Promote the development of teaching methodologies in your subject area</li> <li>Be prepared to teach other subjects if required after consultation and in line with existing qualifications</li> <li>Prepare, co-ordinate and assist in the preparation of resources for the course</li> <li>Take responsibility for oversight of student tracking, monitoring and intervention across all class on the course that you are responsible for.</li> <li>Identify and share good practice</li> <li>Be involved in the marketing of the History course and in the recruitment and assessment of students</li> <li>Undertake project work as required and directed by Head of School</li> </ul>
<b>COLLEGE RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>Participate in Performance Management and professional development activities as required</li> <li>Value diversity and promote equal opportunities</li> <li>Work within health and safety guidelines and be aware of your responsibilities for health and safety</li> <li>Adhere to College policies and procedures, including data protection</li> <li>Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines</li> <li>Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults</li> </ul>

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## PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
<b>QUALIFICATIONS AND ATTAINMENTS</b>		
GCSE Maths and English Grade A*/9 – C/4 or equivalent or willingness to work towards these qualifications	<b>E</b>	Application form/Interview
Certificate in Education, PGCE or equivalent	<b>D</b>	Application form
A willingness to achieve a Certificate in Education, PGCE or equivalent within a specified timescale	<b>E</b>	Interview
Degree in a relevant subject area	<b>E</b>	Application form
A willingness to undertake appropriate Continuing Professional Development	<b>E</b>	Application form/Interview
<b>TRAINING, EXPERIENCE AND KNOWLEDGE</b>		
Successful teaching experience	<b>E</b>	Application form, Interview and Lesson Observation
Demonstrate a student centred approach to teaching	<b>E</b>	Lesson Observation/Interview
Successful track record of teaching and developing A Level Classical Civilisation	<b>E</b>	Application form/Interview
<b>PERSONAL SKILLS AND ATTITUDES</b>		
Display initiative, be positive and friendly	<b>E</b>	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	<b>E</b>	Interview
Display energy and enthusiasm	<b>E</b>	Interview
Possess excellent communication skills	<b>E</b>	Interview
Possess high standards and be conscientious	<b>E</b>	Interview
Be a team player	<b>E</b>	Interview
Demonstrate a commitment to the process of continuous review and improvement	<b>E</b>	Interview
Suitable to work with children, young people and vulnerable adults	<b>E</b>	Interview/ Employment Checks

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## **SUMMARY OF MAIN TERMS AND CONDITIONS**

<b>SALARY</b>	Post 1 Teacher - Up to £31,421/ Post 2 Course Leader – Up to £39,600 per annum pro rata dependent upon qualifications and competencies
<b>WORKING HOURS</b>	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week. Full time or Fractional.
<b>PENSION SCHEME</b>	You are entitled to join the Teachers' Pension Scheme. Further details are available at <a href="http://www.teacherspensions.co.uk">www.teacherspensions.co.uk</a>
<b>HOLIDAYS</b>	Your holiday entitlement is similar to 6th Form Colleges.
<b>SAFEGUARDING</b>	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate.</p> <p>All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates</p> <p>Visit <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a> for a copy of the Code of Practice. Copies of the College policies are available on the College's website at <a href="http://www.runshaw.ac.uk">www.runshaw.ac.uk</a></p>
<b>TEACHING QUALIFICATION</b>	You will be required, as part of your contract of employment, to attain a Certificate in Education, PGCE or equivalent within a specified timescale, if you are not already appropriately teacher trained.
<b>PAYMENT</b>	Your salary will be paid on the last working day of each month by BACS transfer.
<b>SMOKING</b>	Smoking is not permitted on College premises except in designated smoking areas.
<b>HEALTH</b>	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
<b>PROBATION PERIOD</b>	This post is subject to the successful completion of a 12 month probation period.
<b>NOTICE</b>	You may terminate your employment in writing which should be received by:-  28 February in order to finish 30 April 31 May in order to finish 31 August 30 October in order to finish 31 December.
<b>FLEXIBLE WORKING</b>	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is **12 noon Friday 15<sup>th</sup> February 2019**

**Applicants are requested to declare within their application post which position they wish to be considered for**

Interviews are expected to take place on **Thursday 28<sup>th</sup> February 2019.**

Approved Richard Dunn

Date: January 2019